DEPARTMENT OF GENERAL SERVICES R			Schedule No. 2492
SCHEDULE	ENT DIVISION RECORDS RETE	ENTION AND DISPOSAL	Page 1 of 5
Agency Div Maryland D	rision/Unit epartment of Agriculture - M	AICS - Weights and Mo	easures Section
Item No.	Description		Retention
4	Supersedes Schedule 2	2321	
1.	A. General – Contains section correspondence of a general number of a general number of section. Administration – Contains substratory unit initiated letters a section personnel pertaining to procedures.  C. Policies/Interpretations – Comemoranda, letters and other pertaining to operating policies to laws, regulations, devices, eaffect the private sector; usually private sector groups and/or in	ature addressed to the or other agencies.  section administrative or and memoranda to working policies and ontains section-initiated published statements or interpretation relative etc. which are sent to and dividual firms	Retain in office for 4 years then destroy.  Retain in office for 5 years then destroy.  Screen and retain permanently all material which serves to document the origin, functions, development and accomplishments of the unit. Then transfer periodically to the State Archive Destroy all other mat-
2. Schedule Ap	Device Inspection Reports – Continuitial and subsequent reports of divided by county and business reports for the following devices medium capacity scales, small liquid measuring devices, small devices, vehicle tank meters, LLPG/stationary, grain moisture measuring devices and miscel tickets, railroad track scales, exproved by Department, Agency,	ontains original copies of of inspection and test, s. Includes inspection es: large capacity scales, large li liquid measuring LPG/vehicle tank meters, emeters, length laneous reports (delivery	erials which has ceased to have any administrative value.  Retain in office for 5 years then destroy.
or Division R Date	epresentative.	Date Zun 9 Signature Lours	

MENT DIVISION RECORDS RETENTION AND SCHEDULE (Continuation Sheet)	Page 2 of 5 Division/Unit MAICS
Department of Agriculture	Weights and Measures
Description	Retention
Package Inspection Reports – Contains originals of all the inspection reports pertaining to packaged commodities. Forms used are Random Package Inspection Reports and Standard Package Inspection Reports.	Retain in office for 5 years then destroy.
Reports of Tests (Laboratory) – Contains laboratory initiated test reports for standards used to determine the accuracy of weighing and measuring devices. The standards are used by the private sector, other State agencies and State local weights and measures programs.	Retain in office for a minimum of 5 years ther destroy.
Reports of Rejection (Laboratory) – Contains reports of notices of rejection, initiated by the Metrology Laboratory, on items failing to meet specifications or tolerances. Issued when no corrective action is anticipated or is possible.	Retain in office for a minimum of 5 years ther destroy.
Traceability Reports (Laboratory) – Contains National Institute of Standards and Technology and Maryland laboratory reports of tests and accompanying data sheets required as proof of traceability to National Standards.	Retain in office for the life of the standard then destroy.
	Description Supersedes Schedule 2321  Package Inspection Reports – Contains originals of all the inspection reports pertaining to packaged commodities. Forms used are Random Package Inspection Reports and Standard Package Inspection Reports.  Reports of Tests (Laboratory) – Contains laboratory initiated test reports for standards used to determine the accuracy of weighing and measuring devices. The standards are used by the private sector, other State agencies and State local weights and measures programs.  Reports of Rejection (Laboratory) – Contains reports of notices of rejection, initiated by the Metrology Laboratory, on items failing to meet specifications or tolerances. Issued when no corrective action is anticipated or is possible.  Traceability Reports (Laboratory) – Contains National Institute of Standards and Technology and Maryland laboratory reports of tests and accompanying data sheets required as proof of

	ENT OF GENERAL SERVICES RECORDS IENT DIVISION RECORDS RETENTION AND	Schedule No. <sub>2492</sub>
· · · · · · · · · · · · · · · · · · ·	SCHEDULE (Continuation Sheet)	Page 3 of 5
Agency	Di	vision/Unit
Item No.	Description	Retention
7.	Supersedes Schedule 2321 Investigations	
	A. General – Contains section-initiated investigations which may result in the development of regulations, changes of program emphasis, etc.	Retain in office for 5 years then destroy
	B. Complaints – Contains written investigation reports completed as a result of complaints originating from outside sources (consumers, private industries, etc.).	Retain in office for 5 years then destroy
	C. Section/Inspector Initiated – Contains written investigations resulting from staff initiated action on observed or suspected violations' not from external sources.	Retain in office for 5 years then destroy
8.	License Examinations and Fee Receipts – Contains examinations taken during a specific year for registered calibrators, milk tester or registered calibrator/milk tester licenses; exam fee receipt is attached to completed exam. Forms included are application for Registered Calibrators of Farm Milk Tanks, License Examinations and Milk and Fluid Dairy Products Tester's Examination Supplement.	Retain in office for 3 years then destroy.
9.	<u>License Applications: Completed</u> – Contains completed applications denoting issuance of licenses for registered calibrators, milk testers and a combination license Registered Calibrator/Milk Tester.	Retain in office for 3 years then destroy.

MANAGEN	ENT OF GENERAL SERVICES RECORDS MENT DIVISION RECORDS RETENTION AND	Schedule No. 2492	
DISPOSAL	SCHEDULE (Continuation Sheet)	Page 4 of 5	
Agency Maryland I	Department of Agriculture	Division/Unit MAICS Weights and Measures	
Item No.	Description	Retention	
10.	Supersedes Schedule 2321  Purchase Orders and Invoices – All Object  Codes – Contains section initiated purchase orders, completed invoices and receiving reports for items/services obtained in a specific fiscal year.	Retain in office for 4 years then destroy.	
11.	Fiscal File		
	A. Budget Information – Contains the Weights and Measures Section fiscal year ledgers and MDA budget print-outs. Also includes documents showing any fees received for licensing or services rendered and a record of deposits.	Retain in office for 4 years then destroy.	
	B. Budget Request and Preparation – Contains copies of section requests, departmental confirmation and results of General Assembly for separate fiscal years. Includes information relative to development of budget requests.	Retain in office for 4 years then destroy.	
2.	Legislative File		
·	A. Development and Supporting Documents (Departmental/Section Regulations) – File consists of any retained documents relative to regulations. May include results of section and other hearings.	Retain in office for 6 years then destroy.	
	B. Preparation/Supporting Data and Testimony (Departmental Bills) – Contains all Weights and Measures bills filed by bill number and year.	Retain in office for 6 years then destroy.	

MANAGEN	ENT OF GENERAL SERVICES RECORDS MENT DIVISION RECORDS RETENTION AND	Schedule No. 2492
DISPOSAL	SCHEDULE (Continuation Sheet)	Page 5 of 5
Agency Maryland I	Department of Agriculture	Division/Unit MAICS Weights and Measures
Item No.	Description	Retention
	Supersedes Schedule 2321 C. Testimony on Regulations (Non-Departmental) – Contains any written testimony presented by Weights and Measures at public hearings of other State or Federal agencies relative to regulations.	Retain in office for 6 years then destroy.
	D. Testimony (Non-Departmental Bills) – Contains copies of any written testimony presented to the General Assembly of bills other than Weights and Measures.	Retain in office for 3 years then destroy.
13.	General Office Information (Miscellaneous) – Contains reports of accident/theft or loss; copies of accident review board cases, charge receipts, inventory records and equipment records.	Retain in office. Screen annually and destroy that material which has ceased to have any administrative value.
14.	Office Personnel Information – Contains vehicle log copies, inspector summary sheets and time sheets.	Retain in office for 3 years then destroy.
15.	Weighing and Measuring Device Applications and Certificates – Contains copies of weighing and measuring device registration applications and certificates.	Retain in office for 4 years then destroy.
16.	Service Agency and Service Technician Registration Information – Contains applications, tests, reports of test for equipment and various forms for each Service Agency and Technician.	Retain in office. Screen annually and destroy that material which has ceased to have any administrative value.

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Instructions –Type or Print a separate form for	DEPA	RTMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	REC	CORDS MANAG	GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	72	75 Waterloo Ro	ad, P.O. Box 27	5	PAGE 1 OF	
Will Trecords Treterition estimate (200 000 T)		Jessup, Man	,		PAGE OF	
		410-799				
1. Department/Agency	2. Division		•		3.Unit Weights and Measures	
MD Dept of Agriculture	MAICS	•			Weights and neasures	
DEFINITION - RECORD SERIES: A group of relati	ed records	normally filed ar	nd used as a unit	for refere	ence as well as retention and disposition purposes.	
4. Record Series Title Correspondence Group A. Gene	ral an	d R Admi	inietrati		Gail Latost 1 Gai	
correspondence Group A. Gene		d D. Admi	Inisciaci		to	
6. Record Series Description (Briefly describe the types of information/do	ruments/forms fo	ound in the series. Inch	ide the numose or func	tion of the seri	es.) ?·	
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initiated letters and memora	nda to	section	personnel	l pert	aining to working policies	
and procedures.						
7. Record Series Format(s) List all		8. Record Series Sec	dneuca	9. Volume	gy File Drawer(s)	
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50 Harry S Truman Parkway			□ Yes Xo No			
Annapolis, MD 21401						
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19. Name and Title of Preparer Richard W. Wotthlie		20. Telephone Num		21. Date		
Chief, Weights & Measures		410-841-	-5790	Jan	uary 12, 2009	
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Instructions ~Type or Print a separate form for	DEPART	TMENT OF GE	ENERAL SERVI	CES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275						
*	Jessup, Maryland 20794 410-799-1930			-	page2 of		
1. Department/Agency MD Dept of Agriculture	2. Division MAICS	410100	-1000		3.Unit Weights and Measures		
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DEFINITION - RECORD SERIES: A group of relate	ed records no	rmally filed an	d used as a unit	for refere	nce as well as retention and disposition purposes.		
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19. Name and Title of Preparer	;	20. Telephone Numl	per	21. Date			
Richard W. Wotthlie Chief, Weights & Measures	4	410-841-	5790	Jan	uary 12, 2009		
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency MD Dept of Agriculture	DEPÄRTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division MAICS			AGENCY RECORDS INVENTORY  PAGE 3 of  3. Unit Weights and Measures
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title Device Inspection Reports 6. Record Series Description (Briefly describe the types of information/documents)	and the order to order	and the suppose of fund	5. Earliest Ye	to
Original copies of initial arcounty and business. Include	nd subsequent : es inspection : scales, large : ank meters, LP	reports of reports following liquid mea G/vehicle	r insp or: l asurin tank	arge capacity, medium g devices, small liquid meters, LPG/stationary, grain
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19. Name and Title of Preparer Richard W. Wotthlie Chief, Weights & Measures	20. Telephone Numi		21. Date Jant	uary 12, 2009

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MD Dept of Agriculture	PIAICS	•			weights and heasures	
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19. Name and Title of Preparer		20. Telephone Numb	ber	21. Date	•	
Richard W. Wotthlie	ļ	410-841-	5790	Jan	uary 12, 2009	
Chief, Weights & Measures						
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AGENCY RECORDS INVENTORY Instructions -Type of Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 5 OF Jessup, Maryland 20794 410-799-1930 1. Department/Agency 3. Unit Weights and Measures MD Dept of Agriculture MAICS DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Reports of Tests (Laboratory) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Laboratory initiated test reports for standards used to determine the accuracy of weighing and measuring devices. The standards are used by the private sector, other state agencies and state and local weights and measures programs. 7. Record Series Format(s) List all 8. Record Series Sequence 9 Volume File Drawer(s) ☐ Microfilm Reel(s) Letter Size □ Microfilm X Alphabetical ☐ Computer Tape(s) Thegal Size D Computer Tape Numerical Number ☐ Other (specify)\_ ☐ Audio Tape ☐ Floppy Disk □ Chronological □ Bound Book □ Video Tape □ Geographical 10 Annual Accumulation X File Drawer(s) Other (specify)\_ □ Other (specify) ☐ Microfilm Reel(s) □ Computer Tape(s) Number □ Other (specify) File is Used File Becomes Inactive After X Year(s) X Daily □ Weekly ∩ Monthly O Annually □ Month(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 50 Harry S Truman Parkway O Yes Xo No Annapolis, MD 21401 Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X<sub>□ No</sub> □ Yes □ None ☐ State □ Federal Independent 18. Recommended Retention Is an Index System used? If yes, explain briefly and describe requirements Retain in office for a minimum of 5 years X No ☐ Yes then destroy. 19 Name and Title of Prenarer 20. Telephone Number 21. Date Richard W. Wotthlie 410-841-5790 January 12, 2009 Chief, Weights & Measures

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) PAGE 6 OF \_\_\_\_\_ Jessup, Maryland 20794 410-799-1930 MAICS Weights and Measures MD Dept of Agriculture DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year Reports of Rejection (Laboratory) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reports or notices of rejection, initiated by the Metrology Laboratory, on items failing to meet specifications or tolerances. Issued when no corrective action is anticipated or is possible. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume File Drawer(s) ☐ Microfilm Reel(s) KLetter Size □ Microfilm X Alphabetical ☐ Computer Tape(s) KLegal Size Number D Computer Tapa Other (specify)\_\_\_ ☐ Audio Tape () Floppy Disk ☐ Bound Book O Video Tape 10 Annual Accumulation X File Drawer(s) ☐ Other (specify) ☐ Microfilm Reel(a) □ Computer Tape(s) Number ☐ Other (specify) File Becomes Inactive After File is Used X Year(s) □ Daily □ Month(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) 50 Harry S Truman Parkway □ Yes X□ No Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X State X<sub>D No</sub> Independent 18. Recommended Retention 17. Is an Index System used? If yes, explain briefly and describe requirements Retain in office for a minimum of 5 years X No ☐ Yes then destroy. 21. Date 19. Name and Title of Preparer 20. Telephone Number Richard W. Wotthlie January 12, 2009 410-841-5790 Chief, Weights & Measures

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Instructions -Type or Print a separate form for			ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	REC	CORDS MANAG	EMENT DIVISION	ON	_	
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1. Department/Agency	2. Division MAICS	1			3.Unit Weights and Measures	
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DEFINITION - RECORD SERIES: A group of relate	ed records i	normally filed an	d used as a uni	t for refere	nce as well as retention and disposition purposes.	
4. Record Series Title			]	5. Earliest Y	'ear/Latest Year	
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6. Record Series Description (Briefly describe the types of information/doc	uments/forms fo	ound in the series. Incl.	ide the purpose or func	tion of the seri	es.) *	
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated E	isewhere? (If yes, specify agency or office.)	
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Annapolis, MD 21401			□ Yes X□ No			
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© Yes △Ð No			□ None □ State □ Federal □ Independent			
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17. Is an Index System used? If yes, explain briefly and describe requ	uirements			led Retention		
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19. Name and Title of Preparer		20, Telephone Numi	per	21. Date		
Richard W. Wotthlie					12 2000	
Chief, Weights & Measures		410-841-	5/90	Jan	uary 12, 2009	
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency MD Dept of Agriculture	DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930  2. Division  MAICS  ted records normally filed and used as a unit for reference.			AGENCY RECORDS INVENTORY  PAGE 8 of  3. Unit Weights and Measures
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title	d records normally filed at	nd used as a unii		nce as well as retention and disposition purposes.
Investigations A. General				to
6. Record Series Description (Briefly describe the types of information/doct Consists of section initiate regulations, changes of prog	d investigatio	ns which	may re	esult in the development of
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	
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11. File is Used  □ Daily XWeekly □ Monthly □ Annually	12. File Becomes Inactive After  5			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)
50 Harry S Truman Parkway Annapolis, MD 21401		□ Yes X҈D No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
O Yes X <sub>D No</sub>		□ None Xo State □		□ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requi	18. Recommended Retention Retain in office for 5 years then destroy.			
19. Name and Title of Preparer Richard W. Wotthlie Chief, Weights & Measures	20. Telephone Num		<sup>21. Date</sup> Janı	uary 12, 2009

			<del>,</del>			
Instructions –Type or Print a separate form for each new or revised record series. Forward	i	ARTMENT OF G			AGENCY RECORDS INVENTORY	
•					1	
with Records Retention Schedule (DGS 550-1)	′.		oad, P.O. Box 275		PAGE OF	
•		Jessup, Man 410-79	yland 20794		·	
1. Department/Agency	2. Division	410-75	3-1830		3. Unit	
MD Dept of Agriculture	MAIC	S			Weights and Measures	
DEFINITION - RECORD SERIES: A group of relati	ed records	normally filed ar	nd used as a unit	t for refere	nce as well as retention and disposition purposes.	
4. Record Series Title					ear/Latest Year	
Investigations B. Compla	aints				to	
6. Record Series Description (Briefly describe the types of information/doc					·	
Consists of written invest:						
originating from outside so	ources	(consume	rs, priva	te in	iustries, etc.).	
					*	
·						
7. Record Series Format(s) List all		8. Record Series Sec	quence	9. Volume	v	
					g <sup>X</sup> File Drawer(s)	
					☐ Microfilm Reel(s)	
**************************************		X Alphabetical			☐ Computer Tape(s)	
TLegal Size ☐ Computer Tape		☐ Numerical		Number	Computer rape(s)	
					Other (specify)	
□ Audio Tape □ □ Floppy Disk		☐ Chronological				
☐ Bound Book ☐ Video Tape		☐ Geographical		10. Annual	Accumulation .	
□ Other (specify)		☐ Other (specify	)		X File Drawer(s)	
					☐ Microfilm Reel(s)	
					Computer Tape(s)	
				Number		
					□ Other (specify)	
11, File is Used			12. File Become:	s Inactive After	,	
GADaily O'Weekty O'Monthly O'Annual	ly		3		Month(s) X Year(s)	
		i	Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series	s Duplicated E	Isewhere? (If yes, specify agency or office.)	
50 Harry S Truman Parkway						
Annapolis, MD 21401			□ Yes Xo No.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes X <sub>B No</sub>			□ None QXstate □ Federal □ Independent			
				•		
17. Is an Index System used? If yes, explain briefly and describe requ	uirements			led Retention	ice for <sup>5</sup> years then	
□ Yes X No			destroy.			
			,•			
					<i>*.</i>	
·			L			
19. Name and Title of Preparer	•	20. Telephone Numi	ber	21, Date		
Richard W. Wotthlie		410-841-			uary 12, 2009	
Chief, Weights & Measures		410-041-	J / 7U	Jan	uary 12, 2009	
-		1		1		

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 10 OF Jessup, Maryland 20794 410-799-1930 1. Department/Agency MD Dept of Agriculture MAICS Weights and Measures DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Section/Inspector Initiated Investigations C. 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Consists of written investigations resulting from staff initiated action on observed or suspected violations: not from external sources. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume File Drawer(s) ☐ Microfilm Reel(s) K Letter Size X Alphabetical O Computer Tape(s) XLegal Size ☐ Computer Tape Number Other (specify)\_ C Audio Tape O Floppy Disk 10. Annual Accumulation C Bound Book ☐ Video Tape (X) File Drawer(s) Other (specify)\_ ☐ Microfilm Reel(s) □ Computer Tape(s) O Other (specify) File Becomes Inactive After 11. File is Used X Year(s) □XDaily D Weekly □ Monthly 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 50 Harry S Truman Parkway □ Yes XD No Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X<sub>□ No</sub> □ Xstate □ Yes □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe require Retain in office for 5 years then destroy X No 1 Yes 19. Name and Title of Preparer 20. Telephone Number Richard W. Wotthlie 410-841-5790 January 12, 2009 Chief, Weights & Measures

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 11 OF Jessup, Maryland 20794 410-799-1930 1. Department/Agency Weights and Measures MD Dept of Agriculture MAICS DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year License Examinations and Fee Receipts 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Consists of examinations taken during a specific year for registered calibrators, milk tester or registered calibrator/milk tester licenses; exam fee receipt is attached to completed exam. Forms included are Application for Registered Calibrators of Farm Milk Tanks, License Examination and Milk and Fluid Dairy Products Tester's Examination Supplement. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume K File Drawer(s) ☐ Microfilm Reel(s) \*\*Letter Size X Alphabetical □ Microfilm ☐ Computer Tape(s) TCLegal Size □ Computer Tape □ Numerical Number Other (specify)\_ ☐ Audio Tape O Floppy Disk Chronological ☐ Geographical ☐ Bound Book □ Video Tape 10. Annual Accumulation (X File Drawer(s) □ Other (specify) □ Other (specify)\_ ☐ Microfilm Reel(s) □ Computer Tape(s) Number Other (specify) 11. File is Used File Becomes Inactive After X Year(s) O Daily □ Weekly ☐ Monthly □ Annually 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 50 Harry S Truman Parkway XD No □ Yes Annapolis, MD 21401 Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X 100 O Yes □ None State □ Federal □ Independent 18. Recommended Retention Is an Index System used? If yes, explain briefly and describe require Retain in office for 3 years then X No □ Yes destroy. ... 19. Name and Title of Preparer 20, Telephone Number Richard W. Wotthlie January 12, 2009 410-841-5790 Chief, Weights & Measures

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division			AGENCY RECORDS INVENTORY  PAGE 12 OF	
MD Dept of Agriculture	MAIC	5			Weights and Measures
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title  License Applications Compl	normally filed ar	nd used as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Lalest Year  to to			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Consists of completed applications denoting issuance of licenses for Registered Calibrators, Milk Testers and a combination license Registered Calibrator/Milk Tester.					
7. Record Series Format(s) List all		8. Record Series Sec	drauce	9. Volume	g <sup>X</sup> . File Drawer(s)
	·	X Alphabetical  Numerical  Chronological  Geographical  Other (specify)		Number  10. Annual A  Number	□ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) □ Commutation □ X File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)
11. File is Used  Daily  Weekfy  Monthly  Annually	<b>,</b>	-	12. File Become:  3 Number		donth(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) 50 Harry S Truman Parkway Annapolis, MD 21401			14. Is Record Serie		sewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements □ None		
17. Is an Index System used? If yes, explain briefly and describe requ ☐ Yes X No	irements		18. Recommend Retain destroy	in off	ice for 3 years then
19. Name and Title of Preparer Richard W. Wotthlie Chief, Weights & Measures		20. Telephone Numb		21. Date Janu	uary 12, 2009

Instructions –Type of Print a separate form for	DEPARTMENT OF C	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIVISI	ON	PAGE _ <u>13</u> _ OF		
1. Department/Agency MD Dept of Agriculture	2. Division MAICS		Weights and Measures			
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title  Purchase Orders and Invoice  6. Record Series Description (Briefly describe the types of information/docu	s - All Object  ments/forms found in the series. Inc  ed purchase or	s dude the purpose or func ders, com	5. Earliest You	ear/Latest Year to es.) invoices and receiving		
reports for items/services	obtained in a	specific	fiscal	year.		
7. Record Series Format(s) List all	8. Record Series Se	equence	9. Volume	g <sup>X</sup> File Drawer(s)		
Macrofilm  Macrofilm  Macrofilm  Macrofilm  Macrofilm  Macrofilm  Description:  Descr	Alphabetical     Numerical     Chronologica	O Numerical		Microfilm Reel(s)  Computer Tape(s)  Number  Other (specify)		
☐ Bound Book ☐ Video Tape ☐ Other (specify)	☐ Geographical ☐ Other (specifi	l 	10. Annual Accumulation  X File Drawer(s)  Microfilm Reel(s)			
			Number	Computer Tape(s)  Other (specify)		
11. File is Used  ∑Q Daily □ Weekly □ Monthly □ Annually	12. File Becomes Inactive After					
13. Current Location(s) (Bidg., Floor, Room) 50 Harry S Truman Parkway Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  □ Yes  X □ No .					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  O Yes   Yes   No		16. Audit Requirements □ None				
17. Is an Index System used? If yes, explain briefly and describe require $ \hbox{$\mathbb{C}$ Yes $X$ No} $	18. Recommended Retention Retain in office for 4 years then destroy.					
19. Name and Title of Preparer Richard W. Wotthlie Chief, Weights & Measures	20. Telephone Num		21. Date Janu	uary 12, 2009		

Instructions –Type or Print a separate form for	DEPARTMENT	OF GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS N	ANAGEMENT DIVIS	ION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE14_ OF		
	Jessuj	, Maryland 20794		PAGEOF		
	410-799-1930					
1. Department/Agency MD Dept of Agriculture	2. Division MAICS			3. Unit Weights and Measures		
DEFINITION - RECORD SERIES: A group of relate	d records normally t	iled and used as a un	it for refere	nce as well as retention and disposition purposes		
4. Record Series Title	d records normany i	ileu aliu useu as a ur	nd used as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year			
Fiscal File Budget Informa	tion		ļ	10		
			to			
6. Record Series Description (Briefly describe the types of information/docu				·		
Consists of the Weights and	Measures S	ection's fis	cal ye	ar ledgers and MDA budget		
print-outs. This folder wo	uld also ha	ve documents	showi	ng any fees received for		
licensing or services rende	red and a r	ecord of dep	osits	(Certificate of Deposits)		
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume	V.		
			Ì	ਲੈੱ File Drawer(s)		
•				□ Microfilm Reel(s)		
Charles Communication Communic	X Alpha	betical		□ Computer Tape(s)		
XLegal Size □ Computer Tape	O Nume	rical	Number			
□ Audio Tape □ Floppy Disk	D Chro	nological		Other (specify)		
		_				
□ Bound Book □ Video Tape	□ Geog	raphical	10. Annual A	ccumulation (X File Orawor(s)		
☐ Other (specify)	□ , Other	(specify)		<b>A</b>		
				□ Microfilm Reel(s)		
			l —	☐ Computer Tape(s)		
			Number	☐ Other (specify)		
11. File is Used		12. File Become	s Inactive After			
71. 71.0 13 3330			o macoro rator			
□ Daily □ Weekty □ Monthly □ Annually		4 Number	0 M	ionth(s) X Year(s)		
		, vanioci				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Els	ewhere? (If yes, specify agency or office.)		
50 Harry S Truman Parkway		□ Yes	□ Yes Xૂົ⊃ No			
Annapolis, MD 21401				·		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi	ements			
□ Yes X <sub>D No</sub>		8 No.				
NO		□ Nane	□ State	☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe require	aments	il	ted Retention			
□ Yes X No		Retain	in off	ice 4 years then destroy		
				<del>"</del> ,		
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Richard W. Wotthlie	·	41-5790	l	2ry 12 2000		
Chief, Weights & Measures	410-0	41-7/20	Janu	ary 12, 2009		

Instructions –Type or Print a separate form for	DEPA	RTMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		CORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			5	PAGE 15 OF	
•	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency MD Dept of Agriculture	2. Division MAICS			Weights and Measures		
DEFINITION - RECORD SERIES: A group of related	d records	normally filed an	d used as a uni		nce as well as retention and disposition purposes:	
Fiscal File Budget Request	and :	Preparati				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Consists of copies of section's request, departmental confirmation and results of						
General Assembly for separat	e fis					
development of budget reques	ts.					
7. Record Series Format(s) List all		8. Record Series Sec	uence	9, Voturne	K File Drawer(s)	
•					□ Microfilm Reel(s)	
KLetter Size □ Microfilm		X Alphabetical			□ Computer Tape(s)	
XLegal Size C Computer Tape		□ Numerical		Number	Other (specify)	
□ Audio Tape □ Floppy Disk		☐ Chronological				
□ Bound Book □ Video Tape		☐ Geographical		10. Annual /	Accumulation   CX File Drawer(a)	
Other (specify)		Other (specify)	)		☐ Microfilm Reel(s)	
					C Computer Tape(s)	
				Number		
11. File is Used			12. File Become	s Inactive After	Other (specify)	
			4		Month(s) X Year(s)	
□ Daily □ Weekty □ Monthly □ Annually			Number			
, ,						
13. Current Location(s) (Bidg., Floor, Room)		•.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
50 Harry S Truman Parkway Annapolis, MD 21401	•		□ Yes			
-			16. Audit Requir	amagic .		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  O Yes  No	•					
□ Yes ♣ No ·			□ None	□ State	○ Federal □ Independent	
17 Is an Index System used? If was explain briefly and describe requir	rements		18. Recommend	led Retention		
17. Is an Index System used? If yes, explain briefly and describe requirements			Retain i	n off:	ice for 4 years then destroy.	
□ Yes 🛕 No						
	4		,		*/	
				T		
19. Name and Tille of Preparer Richard W. Wotthlie		20. Telephone Numb		21. Date	uary 12, 2009	
Chief, Weights & Measures		410-041-	J170	Jan	uary 12, 2007	

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Instructions –Type or Print a separate form for	DEPA	RTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RF	CORDS MANAG	SEMENT DIVISI	ON		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				1,6	
with records retension ochedule (DOS 330-1)	,,			J	PAGE 16 OF	
•	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Division				3. Unit Weights and Measures	
MD Dept of Agriculture	MAIC	5			weights and heasures	
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title	d records	normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.	
Legislative File Developme	nt and	Supporti	ine	J. Carnest 1	sair Latest 102	
Documents (Departmental/Sec			-		to	
6. Record Series Description (Briefly describe the types of information/doc				tion of the serie	98.)	
Consists of any retained do					*	
•		s relativ	ve to reg	ulatio	ns, may include results	
of section and other hearin	5°					
			<del></del>			
7. Record Series Formal(s) List all		8. Record Series Sec	quence	9. Volume	K File Drawer(s)	
					□ Microfilm Reel(s)	
X\(\)Letter Size □ Microfilm		X Alphabetical			□ Computer Tape(s)	
<b>X</b> Legal Size □ Computer Tape	•	□ Numerical		Number		
□ Audio Tape □ Floppy Disk		☐ Chronological			Other (specify)	
□ Bound Book □ Video Tape		D Geographical		10. Agguel A	Accumulation	
·					X File Drawer(s)	
Other (specify)		□ Other (specify	)		□ Microfilm Reet(s)	
					□ Computer Tape(s)	
				Number		
•					☐ Other (specify)	
11. File is Used			12. File Become	s Inactive After		
Daily Deekty Denthly Dennually	,		6_	01	Month(s) X Year(s)	
			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)	
50 Harry S Truman Parkway						
Annapolis, MD 21401			O Yes XD No			
			40 4 77 7			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	ements		
U Yes X <sub>D No</sub>		j	□ None □ State □ Federal □ Independent			
			,			
Is an Index System used? If yes, explain briefly and describe requ	rements		18. Recommend	led Retention		
	-				ce for 6 years then destroy.	
O Yes X No				<b></b> -		
					# <sub>1</sub>	
					·	
			L.,	<u> </u>		
19. Name and Title of Preparer		20. Telephone Numb	oet .	21. Date		
Richard W. Wotthlie		410-841-	5790	Jan	uary 12, 2009	
Chief, Weights & Measures					-	

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Instructions -Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT D			ON		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			5	PAGE17 OF	
		Jessup, Man	yland 20794		PAGE OF	
		410-79	9-1930			
1. Department/Agency MD Dept of Agriculture	2. Division MATC	5			3. Unit Weights and Measures	
nd bept of Agriculture	IMIO	J			neighes and neadards	
DEFINITION - RECORD SERIES: A group of relater  4. Record Series Title	d records	normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.	
Legislative File Preparatio	n/Sup	porting d				
Testimony (Departmental Bill	.s)					
6. Record Series Description (Briefly describe the types of information/docu	ments/forms f	ound in the series. Inch	ude the purpose or fund	tion of the serie	98.)	
Consists of all Weights and					·	
consists of all weights and	neasa	TCO DIIIO	, IIIca L	,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	indiabet and year.	
•4.						
7. Record Series Format(s) List all		8. Record Series Sec	quence	9. Volume	File Drawer(s)	
					G 1 5 (4)	
TO attacking Children Children		M Alphabatical		ei	□ Microfilm Reel(s)	
XLetter Size		X Alphabetical			.  Computer Tape(s)	
XLegal Size ☐ Computer Tape	O Numerical			Number		
☐ Audio Tape ☐ Floppy Disk		☐ Chronological			Other (specify)	
□ Bound Book □ Video Tape		☐ Geographical		10. Annual A	ccumulation  CX File Drawer(s)	
Other (specify)		☐ Other (specify	)		Α	
					☐ Microfilm Reel(s)	
·					☐ Computer Tape(s)	
				Number	Other (specify)	
		<u> </u>	<del></del>		2 3.0 (450.1)	
11. File is Used			_	s Inactive After		
□ Daily □ Weekly □ Monthly □ Annually			6	_ 0 !	Aonth(s) X Year(s)	
			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)	
50 Harry S Truman Parkway		ļ	. V	V-		
Annapolis, MD 21401			□ Yes	ΛÞ	No ·	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	ements		
O Yes Xo No			① None	□ State	□ Federal □ Independent	
17 In an Indox Contage and Management 1987 and days 1987	mmarts.		18. Recommend	ed Retention		
17. Is an Index System used? If yes, explain briefly and describe requi	SINGUIS				ice for 6 years then destroy.	
□ Yes X No				OII.	to for a years then destroy.	
		į				
19. Name and Title of Preparer		20. Telephone Numb	per	21. Date		
Richard W. Wotthlie		410-841-		Tan:	uary 12, 2009	
Chief, Weights & Measures		410-041-	J1 J0	المالة	12, 12, 2007	

Instructions -Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERV	(ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			1.0		
war records received a constant (500 550° r)		ryland 20794		PAGE 18 OF		
,	•	99-1930				
1. Department/Agency	2. Division			3. Unit		
MD Dept of Agriculture	MAICS			Weights and Measures		
DEFINITION - RECORD SERIES: A group of related	records normally filed a	nd used as a un				
4. Record Series Title Legislative File Testimony	on Regulation	5. Earliest Year/Latest Year				
(non-depar	•			to		
Record Series Description (Briefly describe the types of information/documents)		hide the cumpes or fun	tion of the sade	n l		
				'		
Consists of any written test:		-	_	<u>-</u>		
hearings of other state or fo	ederal agenci	es, relat	ive to	regulations.		
· ·						
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	Υ		
				원 File Drawer(s)		
			}	□ Microfilm Reel(s)		
XLetter Size ☐ Microfilm	X Alphabetical					
Computer Tape	O Numerical		Number	2 Company (apola)		
□ Audio Tape □ Floppy Disk	G. Characterises	1		□ Other (specify)		
□ Audio Tape □ Floppy Disk	O Chronological	l				
□ Bound Book □ Video Tape	☐ Geographical		10. Annual A			
Other (specify)	☐ Other (specify	o	ĺ	X File Drawer(s)		
		Number		☐ Microfilm Reet(s)		
• •				C Computer Tape(s)		
				Other (specify)		
11. File is Used		12. File Become	s Inactive After			
Daily DWeekly D Monthly D Annually			_ 0 M	lonth(s) X Year(s)		
		Number				
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Serie	s Duplicated Fle	sewhere? (If yes, specify agency or office.)		
50 Harry S Truman Parkway						
Annapolis, MD 21401		□ Yes Xi No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
O Yes Xo No		D None	□ State	□ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirem	nents		ed Retention	for 6 married than 1 min		
O Yes X No	kecain 1	n off1	ce for 6 years then destroy.			
	•			*.		
19. Name and Title of Preparer	20. Telephone Numb	No.	21, Date	·		
Richard W. Wotthlie				10 0000		
Chief, Weights & Measures	410-841-	ɔ/90	Janu	ary 12, 2009		
_	1					

MD Dept of Agriculture  DEFINITION - RECORD SERIES: A group of related  4. Record Series Title	DEPARTMENT OF GI RECORDS MANAG 7275 Waterloo Ro Jessup, Mary 410-799 2. Division MAICS  records normally filed an  (non-departme bills)	EMENT DIVISION AND PROPERTY OF THE PROPERTY OF	5 t for referen	AGENCY RECORDS INVENTORY  PAGE 19 OF  3. Unit Weights and Measures  nce as well as retention and disposition purposes.  lar/Latest Year  to
6. Record Series Description (Briefly describe the types of information/docume consist of copies of any writ bills other than Weights and	tten testimony			
7. Record Series Format(s) List all  **Cletter Size	8. Record Series Seq    X		9. Volume  Number  10. Annual A	gX File Drawer(s)    Microfilm Reel(s)   Computer Tape(s)   Other (specify)    Commutation   X File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)
13. Current Location(s) (Bldg., Floor, Room)  50 Harry S Truman Parkway Annapolis, MD 21401  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  17. Is an Index System used? If yes, explain briefly and describe requiren	ment <b>s</b>	16. Audit Require  None  18. Recommend	Xp ements State	D Federal D Independent
19. Name and Title of Preparer Richard W. Wotthlie Chief, Weights & Measures	20. Telephone Numb	destroy	21. Date	ice for 3 years then

Instructions -Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 27	75	20		
		ryland 20794		page20_ of		
	410-799-1930					
1. Department/Agency MD Dept of Agriculture	2. Division MAICS			3.Unit Weights and Measures		
and bept of high realisate	141100					
DEFINITION DECORD SERVES A serve of solot	od sacada narmalli. Slad -		t for refere			
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title	ed records normally filed a	no useo as a un		ear/Latest Year		
General Office Information	Miscellaneous	s ·				
6. Record Series Description (Briefly describe the types of information/doc		• •		<u>"</u>		
Consists of reports of acci						
cases charge receipts, inv	entory records	and equi	pment	records.		
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				·		
7. Record Series Format(s) List all	8. Record Series Se	dineuce	9. Volume	V.		
				g File Drawer(s)		
				□ Microfilm Reel(s)		
Cetter Size □ Microfilm	X Alphabetical			Computer Tape(s)		
Thegal Size ☐ Computer Tape	□ Numerical		Number	·		
□ Audio Tape □ Floppy Disk	D Chronologica			Other (specify)		
D Audio Tabe G Fioppy Disk	O Cholologica	•				
□ Bound Book □ Video Tape	☐ Geographical		10. Annual A	ccumulation  (X File Drawer(s)		
□ Other (specify)	☐ Other (specify	0		X in prantito)		
•				□ Microfilm Reel(s)		
				□ Computer Tape(s)		
			Number	□ Other (specify)		
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71. 710 13 0300		12. 110 0000110	s macaro Anor			
□ Daily □ Weekly □ Monthly □ Annuall	y .	Number	· O N	fonth(s) X Year(s)		
		, Tanibon				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)		
50 Harry S Truman Parkway		C Yes XD No				
Annapolis, MD 21401						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements			
. D Yes X <sub>D No</sub>	•	□ None □ State □ Federal □ Independent				
100		a none	O Cialo	o roddar - Lindeparters		
17. Is an Index System used? If yes, explain briefly and describe requi	irements	18. Recommend Retain		ice. Screen annually and		
D Yes X No	11		ial which has ceased to have			
				e value		
				*,		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date			
Richard W. Wotthlie	410-841-			1277 12 2000		
Chief, Weights & Measures	410-041-	J170	Janu	lary 12, 2009		

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE Z1 OF Jessup, Maryland 20794 410-799-1930 1. Department/Agency MD Dept of Agriculture MAICS Weights and Measures DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Office Personnel Information 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains vehicle log copies, inspector summary sheets and time sheets. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) ☐ Microfilm Reel(s) K Letter Size O Microfilm X Alphabetical ☐ Computer Tape(s) KLegal Size □ Computer Tape Other (specify)\_\_\_\_ □ Audio Tape O Floppy Disk Chronological □ Geographical ☐ Bound Book □ Video Tape 10. Annual Accumulation K File Drawer(s) Other (specify)\_ ☐ Other (specify) ☐ Microfilm Real(s) □ Computer Tape(s) □ Other (specify) File Becomes Inactive After 11. File is Used X Year(s) ☐ Month(s) O Daily □ Monthly □ Ansually 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.) 50 Harry S Truman Parkway □ Yes X□ No Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements X<sub>n</sub> No □ None ☐ State O Federal ☐ Independent

19. Name and Title of Preparer Richard W. Wotthlie Chief, Weights & Measures

17. Is an Index System used? If yes, explain briefly and describe requirements

X No

20. Telephone Number

21. Date

18 Recommended Retention

410-841-5790 January 12, 2009

Retain in office for 3 years then destroy.

O Yes

4 1 3 5			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-791	GEMENT DIVISION ad, P.O. Box 27 yland 20794	ON
1. Department/Agency MD Dept of Agriculture	2. Division MAICS		3. Unit Weights and Measures
DEFINITION - RECORD SERIES: A group of relati	ed records normally filed ar	nd used as a unit	t for reference as well as retention and disposition purposes.
4. Record Series Title  Weighing and Measuring Devi  Certificates	ce Applications	s and	5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the types of information/docorder contains copies of weighing and certificates.			
7. Record Series Format(s) List all	8. Record Series Sec	quence	9. Volume V
XLetter Size □ Microfilm XLegal Size □ Computer Tape □ Audio Tape □ Floppy Disk	X Alphabetical  Numerical  Chronological		Microfilm Reel(s)
☐ Bound Book ☐ Video Tape	☐ Geographical		10. Annual Accumulation  OX File Drawer(s)
□ Other (specify)	☐ Other (specify	)	□ Microfilm Reel(s)
			Computer Tape(s) Number
		T	□ Other (specify)
11. File is Used		12. File Become	s Inactive After
□ Đaily □ Weekly □ Monthly □ Annua	lly	4 Number	
	· ,	Number	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	es Duplicated Elsewhere? (If yes, specify agency or office.)
50 Harry S Truman Parkway Annapolis, MD 21401		□ Yes	X□ №
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements
□ Yes X <sub>□ No</sub>		□ None	□ State □ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe req □ Yes X No	uirements	1	in office for 4 years then •
19. Name and Tille of Preparer Richard W. Wotthlie Chief, Weights & Measures	20. Telephone Num 410-841-		21. Date January 12, 2009

n = 1 = 1						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			AGENCY RECORDS INVENTORY  PAGE 23 of		
1. Department/Agency MD Dept of Agriculture	410-799-1930 2. Division MAICS			3. Unit Weights and Measures		
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title  Service Agency and Service  Registration Information  6. Record Series Description (Briefly describe the types of information/doc	Technician		5. Earliest Y	t for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year tototion of the series.)		
Contains applications, tests, reports of test for equipment and various forms for each Service Agency and Technician.						
7. Record Series Format(s) List all  XLetter Size   Microfilm  XLegal Size   Computer Tape   Audio Tape   Floppy Disk   Bound Book   Video Tape	8. Record Series Sequence  X Alphabetical  Numerical  Chronological  Geographical  Other (specify)		9. Volume Number	File Drawer(s)  D Microfilm Reel(s)  Computer Tape(s)  DUher (specify)  Accumulation  X File Drawer(s)		
11. File is Used		12. File Become	Number Number	☐ Computer Tape(s) ☐ Other (specify)		
□ Daily X Weekly □ Monthly □ Annuall	12. File Becomes Inactive After  □ Month(s) X Year(s)  Number					
13. Current Location(s) (Bldg., Floor, Room) 50 Harry S Truman Parkway Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  □ Yes X□ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  D Yes X <sub>B</sub> No	·	16. Audit Requirements □ None □ State □ Federal □ Independent				
47	·	1 40 5				

20. Telephone Number

410-841-5790

Retain in office. Screen annually and

January 12, 2009

administrative vale.

21. Date

destroy material which has ceased to have

C Yes

19. Name and Title of Preparer

Richard W. Wotthlie

Chief, Weights & Measures

X No